

**State of Tennessee  
Dept. of General Services  
Records Management Division**

Presents:

**14th Annual  
Records Management &  
Fall Seminar**

**“The Challenges of  
Managing Electronic  
Records in an Ever  
Changing Records  
Management Environment”**

***Can your Agency Meet the  
Challenge?***

Date: November 14, 2006

Time: 9:00 AM – 4:15 PM

Place: Nashville Public Library  
615 Church St. - 1<sup>st</sup> Floor  
Nashville, TN 37219

Library Parking Garage: \$5.00 all day

**Strategies to be Discussed Include:**

- Bridging the Communication Gap between Records Management and IT Professionals/Departments
- How organizations can proactively plan to address their electronic records
- Key electronic records issues, trends and solutions related to the management of electronic records.

**Who Should Attend?**

- Records and Information Management Professionals
- IT Professionals

**Why You Should Attend?**

This is the place to be if you are looking for real solutions, best practices, and technology tools for managing electronic records.



**Speaker Biography**

**David O. Stephens**

David O. Stephens, CRM, FAI, is an internationally recognized authority in the records and information management field. He has over thirty years of experience in the field and has developed or improved records management programs for more than two hundred corporations and government agencies throughout the United States. He is renowned and has unsurpassed knowledge of managing electronic records.

For more information contact:  
Carolyn Jamison  
Seminar Coordinator  
(615)741-1718  
[Carolyn.Jamison@state.tn.us](mailto:Carolyn.Jamison@state.tn.us)

**Click here for Registration**

## Agenda

- 9:00 – 9:30 a.m. Registration
- 9:30 – 9:45 a.m. Welcome  
Donna Bridges, Director  
Records Management Division  
Gwendolyn Sims Davis, Commissioner
- 9:45 – 10:45 a.m. RM and IT: A Strategic Partnership for  
Success in e-Records Management
- 10:45 – 11:00 a.m. Break
- 11:00 – 12:00 p.m. Electronic Records Retention as a Data Life  
Cycle Management Strategy
- 12:00 – 1:15 p.m. Lunch (on your own)
- 1:15 – 1:30 p.m. Presentation of Records Officer of the Year Award  
Riley Darnell, Secretary of State  
Chairman, Public Records Commission
- 1:30 – 2:30 p.m. Preserving the Digital Record
- 2:30 – 2:45 p.m. Break
- 2:45 – 3:45 p.m. Scheduling Electronic Records for Retention: Ten Basic  
Principles
- 3:45 – 4:00 p.m. Questions and Answers
- 4:00 – 4:15 p.m. Closing Remarks: Donna Bridges

<http://www.state.tn.us/generalserv>



## Registration

**Registration Fee: \$25.00 per person.**

Name: \_\_\_\_\_  
Agency/Organization: \_\_\_\_\_  
Allot. Code: \_\_\_\_\_ Cost Center: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dept/Agency Approval  
(signature) \_\_\_\_\_

**State attendees: The registration fee will be billed to your department/agency.**

**PLEASE OBTAIN APPROVAL FROM YOUR FISCAL OFFICER PRIOR TO SUBMITTING THIS FORM.**

**Non-state attendees:** A check or money order will accompany your registration form.

Return to the address below.

Please return this form by October 31, 2006 to:

Donna K. Bridges, Director  
Dept. of General Services, RMD  
843 Cowan Street  
Nashville, TN 37243  
Phone: (615) 741-1718  
Fax: (615) 741-5327

Attendees with disabilities will be accommodated. Please specify any special need on this form.

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